

**SCHOOL DISTRICT OF CLAY COUNTY  
EVALUATION OF LEGAL SERVICES  
FOR SCHOOL BOARD MEMBERS**

**INTRODUCTION**

The School Board Attorney is responsible for assisting the School Board and the Administration in the legal performance of their duties. The School Board Attorney has responsibility for preparing and rendering legal opinions at the request of the Superintendent, designated staff, the School Board, or a member of the Board.

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**GUIDELINES**

- By August 31<sup>st</sup>, each Board Member will complete the *Evaluation of Legal Services for Board Members* form to include comments and transmit it to the Board Secretary, who will compile one composite form from all submitted.
- The Superintendent will complete the *Evaluation of Legal Services for Superintendent* form and submit it to the Board Secretary.
- By September 30<sup>th</sup>, the Board Secretary will provide each Board member a copy of both the Board composite evaluation form and the Superintendent evaluation form.
- Prior to October 15<sup>th</sup> annually, the Board Chairman, Superintendent and Board Attorney will meet to discuss the composition evaluations.